

Command Advisor on Pregnancy and Parenthood (CAPP) Checklist

The primary responsibility of the command CAPP is to ensure pregnant servicewomen and servicemen who are expectant fathers receive proper counseling and guidance in order for the service member to understand their rights, responsibilities, and the opportunities afforded to them as parents in the Navy to successfully balance the demands of a naval career with their family plans and responsibilities.

	Service Member :		
	Date :		
	20th Week :	* (DDMMYY)	* <i>Used on Pregnancy Availability Message</i>
	EDD :	(DDMMYY)	<i>Estimated Date of Delivery</i>
✓	Checklist	Resource(s):	Comments:
	Provide an overview of the Pregnancy and Parenthood Instruction.	OPNAVINST 6000.1 Series	<i>OPNAVINST 6000.1D – to be released in FY14</i>
	Ensure service member has notified command leadership of the pregnancy.	OPNAVINST 6000.1 Series	Required within two weeks of the date the pregnancy was confirmed by medical personnel.
	Review the Operational Deferment Policy and Waiver option with the service member. <i>(as applicable)</i>	OPNAVINST 6000.1 Series NAVADMIN 256/08	Service members are given 12-months post-partum Operational Deferment post-partum or 4-months adoption Operational Deferment for a qualifying adoption. <i>(Note: The service member may request a waiver from PERS-4013, with HCP and CO endorsement).</i>
	Ensure a Pregnancy Availability message submitted to PERS-4013 <i>(as applicable)</i>	Sample Pregnancy Availability Message Template	Shore: If the delivery date is within 12 months of PRD, the command shall submit a pregnancy availability message to request a 12 month extension to avoid the servicewoman from receiving orders to an operational unit. Operational Billet: Command shall submit a pregnancy availability message to notify the servicewoman's detailee immediately.
	Convalescent Leave (CONLV)	OPNAVINST 6000.1 Series	The servicewoman's Health Care Provider (HCP) shall determine the appropriate CONLV period.
	Adoption Leave	MILPERSMAN 1050-420	21 days of leave for any service member adopting a child <i>(Note: Requires CO's authorization)</i> .
	Paternity Leave	MILPERSMAN 1050-430 Life/Work Balance	Ten days of non-chargeable leave to a married serviceman whose wife gives birth to a child.
	Maternity Uniforms and Allowance	Uniform Regulations (Sections: 6701 and 6702)	Enlisted servicewomen shall be given a clothing allowance upon presentation of pregnancy notification to PERSUPPDET. Maternity uniforms are mandatory when regular uniforms no longer fit. The servicewoman is expected to wear regular uniforms upon returning from CONLV, however, COs may approve the wear of maternity uniforms up to six-months from the date of delivery based on medical officer recommendation.
	Family Care Plan (FCP) Policy	OPNAVINST 1740.4D NAVPERS 1740/6 – FCP Certificate NAVPERS 1740/7 – FCP Arrangements	All single service members with joint or full custody and dual military couples with eligible family members are responsible for completing a formalized FCP.
	Fleet and Family Support Program/Center (FFSP/FFSC)	FFSP/FFSC website	Examples of Parenting Classes <i>(based on location)</i> : <ul style="list-style-type: none"> Prenatal Services Nurturing Parenting Parent Education New Parent Support Home Visitation Program (NPSHVP)
	Women, Infants, and Children (W.I.C.)	WIC Online (CONUS) WIC Overseas Program (OCONUS)	For members who qualify, WIC provides several important benefits: nutritious food that will contribute to a healthier diet, education about nutrition and proper diet, tips on how to prepare a balanced meal, nutrition and health screening, and access to other resources that promote a healthy lifestyle.

Defense Enrollment Eligibility Reporting System (DEERS)	Humana Military webpage (directions 'how to')	Parents must enroll their newborn child or newly adopted children in DEERS as soon as possible. To establish TRICARE eligibility in DEERS, a birth certificate and a DD Form 1172-2 must be provided to the nearest military personnel office or ID card office.
Social Security Card	Social Security Administration webpage	Apply for your child's Social Security number, simply go up to your local Social Security Administration office. <i>Note: Once you receive your child's SSN, be sure to update their information in DEERS</i>
Tricare (AC/FTS) Tricare Reserve Select (SELRES)	Humana Military webpage (directions 'how to')	Newborns or newly adopted children are automatically covered under TRICARE for the first 60 days after birth or adoption.
Budgeting for Baby	Budgeting for Baby Tips to Save Money Baby Cost Calculator Simple List of the Basics 24 Tips for Having a Baby Without Going Broke	According to government estimates, the average middle-income family will spend roughly \$10,000 on child-related expenses in the first two years of life (\$8,000 for a second child).
Physical Fitness	OPNAVINST 6000.1 Series Physical Fitness Assessment (PFA) Operating Guide : Managing PFA Records for Pregnant Servicewomen	PRIMS should annotate the member had a pregnancy waiver (do not enter it as a medical waiver).
Child Support Garnishment	Defense Finance & Accounting Services (DFAS) National Child Support Enforcement Association	DFAS is authorized by Federal Law to garnish the pay of active, reserve, and retired service members for the payment of child support.
Child Care Options	Navy Child and Youth Programs (CYP) Sittercity Military Program (DoD funded) Military Child Care in Your Neighborhood (MCCYN)	It is the responsibility of service members to ensure they have adequate child care for their children, and this must be taken into account when planning a family. Lack of child care is not an acceptable reason to delay return to duty after postpartum or paternity leave period. Note: Child care centers sometimes have a long wait list, therefore service members are highly encouraged to be proactive and enroll their child immediately after pregnancy has been confirmed.
Breastfeeding in the Workplace	OPNAVINST 6000.1 Series 4-Ways Breastfeeding Saves Money	Servicewomen who provide breast milk will be afforded, at a minimum, the availability of a clean and secluded space with ready access to a water source for the purpose of pumping breast milk. <u>A toilet space is unacceptable for breast milk expression due to sanitary concerns.</u> Commands must ensure servicewomen are afforded access to cool storage for expressed breast milk.
Additional Resources:		
Military Couple and Single Parent Assignment Policy	MILPERSMAN 1300-1000	
Information Concerning Pregnant Members	MILPERSMAN 1740-020	
Maternity Care Available Before and After Separation	MILPERSMAN 1740-030	
Separation by Reason of Convenience of the Government: Pregnancy	MILPERSMAN 1910-112 (enlisted) MILPERSMAN 1920-180 (officer)	
Separation by Reason of Convenience of the Government: Parenthood	MILPERSMAN 1910-124 (enlisted) MILPERSMAN 1920-180 (officer)	

Command CAPP's Signature / Date (DDMMYY)

Service Member Signature / Date (DDMMYY)

Note: This checklist is not to be recorded in the service member's official record and is strictly voluntary. The document is a tool to assist the CAPP in guiding the service member through their rights, responsibilities, and the opportunities afforded to them as a parent. It is not to be used as an enclosure with any other policy, procedure, or requirement. Upon completion, the original will be maintained by the service member. The CAPP may keep a copy for their collateral duty records if desired.